

Student's Name/Initial:

/

Date:

Teacher's Initials:

Date:

PERSONAL FINANCE STUDENT PROFILE

COURSE CODE: 5131

Directions: Evaluate the student using the applicable rating scales below and check the appropriate box to indicate the degree of competency. The ratings 3, 2, 1, and N are not intended to represent the traditional school grading system of A, B, C, and D. The description associated with each of the ratings focuses on the level of student performance or cognition for each of the competencies listed below.

PERFORMANCE RATING

- 3 - Skilled--can perform task independently with no supervision
2 - Moderately skilled--can perform task completely with limited supervision
1 - Limitedly skilled--requires instruction and close supervision
N - No exposure--has no experience or knowledge of this task

COGNITIVE RATING

- 3 - Knowledgeable--can apply the concept to solve problems
2 - Moderately knowledgeable--understands the concept
1 - Limitedly knowledgeable--requires additional instruction
N - No exposure--has not received instruction in this area

A. SAFETY

3 2 1 N

- ___ ___ ___ ___ 1. Review school safety policies and procedures.
___ ___ ___ ___ 2. Review classroom safety rules and procedures.
___ ___ ___ ___ 3. Review safety procedures for using equipment in the classroom.
___ ___ ___ ___ 4. Identify major causes of work-related accidents in office environments.
___ ___ ___ ___ 5. Demonstrate safety skills in an office/work environment.

B. STUDENT ORGANIZATIONS

3 2 1 N

- ___ ___ ___ ___ 1. Identify the purpose and goals of a Career and Technology Student Organization (CTSO).
___ ___ ___ ___ 2. Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.
___ ___ ___ ___ 3. Explain the benefits and responsibilities of being a member of a CTSO.
___ ___ ___ ___ 4. List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.

- ___ ___ ___ ___ 5. Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.

C. TECHNOLOGY KNOWLEDGE

3 2 1 N

- ___ ___ ___ ___ 1. Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.
___ ___ ___ ___ 2. Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.
___ ___ ___ ___ 3. Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.
___ ___ ___ ___ 4. Explain the consequences of social, illegal, and unethical uses of technology (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).
___ ___ ___ ___ 5. Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, documents, video, sounds, music, trademarks, and other

- ___ ___ ___ ___ 6. Describe ethical and legal practices of safeguarding the confidentiality of business-related information.
___ ___ ___ ___ 7. Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.

D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS

- ___ ___ ___ ___ 1. Demonstrate punctuality.
___ ___ ___ ___ 2. Demonstrate self-representation.
___ ___ ___ ___ 3. Demonstrate work ethic.
___ ___ ___ ___ 4. Demonstrate respect.
___ ___ ___ ___ 5. Demonstrate time management.
___ ___ ___ ___ 6. Demonstrate integrity.
___ ___ ___ ___ 7. Demonstrate leadership.
___ ___ ___ ___ 8. Demonstrate teamwork and collaboration.
___ ___ ___ ___ 9. Demonstrate conflict resolution.
___ ___ ___ ___ 10. Demonstrate perseverance.
___ ___ ___ ___ 11. Demonstrate commitment.
___ ___ ___ ___ 12. Demonstrate a healthy view of competition.
___ ___ ___ ___ 13. Demonstrate a global perspective.
___ ___ ___ ___ 14. Demonstrate health and fitness.
___ ___ ___ ___ 15. Demonstrate self-direction.
___ ___ ___ ___ 16. Demonstrate lifelong learning.

E. PROFESSIONAL KNOWLEDGE

- 3 2 1 N
- ___ ___ ___ 1. Demonstrate effective speaking and listening skills.
- ___ ___ ___ 2. Demonstrate effective reading and writing skills.
- ___ ___ ___ 3. Demonstrate mathematical reasoning.
- ___ ___ ___ 4. Demonstrate job-specific mathematics skills.
- ___ ___ ___ 5. Demonstrate critical-thinking and problem-solving skills.
- ___ ___ ___ 6. Demonstrate creativity and resourcefulness.
- ___ ___ ___ 7. Demonstrate an understanding of business ethics.
- ___ ___ ___ 8. Demonstrate confidentiality.
- ___ ___ ___ 9. Demonstrate an understanding of workplace structures, organizations, systems, and climates.
- ___ ___ ___ 10. Demonstrate diversity awareness.
- ___ ___ ___ 11. Demonstrate job acquisition and advancement skills.
- ___ ___ ___ 12. Demonstrate task management skills.
- ___ ___ ___ 13. Demonstrate customer-service skills.

F. CAREERS AND INCOME

- 3 2 1 N
- ___ ___ ___ 1. Investigate a career based on student strengths and interests.
- ___ ___ ___ 2. Explore career options.
- ___ ___ ___ 3. Identify sources of personal income.
- ___ ___ ___ 4. Determine standard of living based on various career choices over time.
- ___ ___ ___ 5. Explore various postsecondary education opportunities and costs affiliated with each.
- ___ ___ ___ 6. Develop a career plan.

G. BUDGETING AND FINANCIAL PLANNING

- 3 2 1 N
- ___ ___ ___ 1. Explain the major purposes of budgets.
- ___ ___ ___ 2. Develop a financial plan that includes short-term and long-term financial goals.
- ___ ___ ___ 3. Identify various types of income and expenses.
- ___ ___ ___ 4. Develop a personal budget based on the student's career plan.

- ___ ___ ___ 5. Implement a system for organizing and maintaining financial records.
- ___ ___ ___ 6. Explain the importance of saving for emergencies.
- ___ ___ ___ 7. Describe how saving and investing will build wealth and meet financial goals.

H. UNDERSTANDING BANKING SERVICES

- 3 2 1 N
- ___ ___ ___ 1. Differentiate between various financial institutions and assess the quality of the financial institutions' services (banks, credit unions, payday lenders, consumer finance companies, etc.).
- ___ ___ ___ 2. Distinguish between different types of banking accounts.
- ___ ___ ___ 3. Evaluate services and related costs associated with personal banking.
- ___ ___ ___ 4. Compare costs and benefits of online and traditional banking.
- ___ ___ ___ 5. Identify the implications of changes in technology on the management of funds.
- ___ ___ ___ 6. Discuss the need for and purpose of savings.
- ___ ___ ___ 7. Give examples of savings options (CDs, money markets, savings accounts, IRAs, holiday accounts, etc.).
- ___ ___ ___ 8. Understand the effects of simple and compound interest.

I. MANAGING CHECKING AND SAVINGS ACCOUNTS

- 3 2 1 N
- ___ ___ ___ 1. Determine requirements needed to open an account (social security card, state-issued ID, minimum opening deposit, etc.).
- ___ ___ ___ 2. Prepare all forms necessary for opening and maintaining checking and savings accounts.
- ___ ___ ___ 3. Maintain a check register, including proper procedures for handling deposits and withdrawals.
- ___ ___ ___ 4. Reconcile a bank statement.
- ___ ___ ___ 5. Compute simple and compound interest accrued for a given period.

J. UNDERSTANDING CREDIT

- 3 2 1 N
- ___ ___ ___ 1. Identify types and sources of credit (credit card, personal loan, mortgage, student loan, etc.).
- ___ ___ ___ 2. Distinguish between modes of accessing funds (e.g., debit card, credit card).
- ___ ___ ___ 3. Identify and evaluate the costs and benefits of using credit.
- ___ ___ ___ 4. Analyze credit card features and their impact on personal financial planning.
- ___ ___ ___ 5. Describe the concept of creditworthiness as it relates to credit records, credit ratings, credit reports, and credit laws.
- ___ ___ ___ 6. Discuss methods of solving credit problems.
- ___ ___ ___ 7. Explain how major consumer credit laws protect the consumer.
- ___ ___ ___ 8. Define bankruptcy laws, types of bankruptcy and their purposes, and the major causes of bankruptcy.
- ___ ___ ___ 9. Describe the advantages and disadvantages of bankruptcy.

K. DEMONSTRATING KNOWLEDGE OF CREDIT AND LOAN FUNCTIONS

- 3 2 1 N
- ___ ___ ___ 1. Identify the similarities/differences between leasing and buying.
- ___ ___ ___ 2. Calculate the cost of ownership.
- ___ ___ ___ 3. Calculate the cost of credit.
- ___ ___ ___ 4. Identify sources for determining fair market value.
- ___ ___ ___ 5. Identify state and federal laws concerning financing.
- ___ ___ ___ 6. Complete a loan application.

L. UNDERSTANDING INSURANCE

- 3 2 1 N
- ___ ___ ___ 1. Define the types of risks and risk management methods.
- ___ ___ ___ 2. Explain the roles of insurance in financial planning.
- ___ ___ ___ 3. Explain the various types of insurance coverage.

- _____ 4. Distinguish among the types, costs, and benefits of insurance coverage including automobile, life, property, health, disability, and professional liability.
- _____ 5. Explain the relationship between deductibles and premiums.

M. CALCULATING INDEPENDENT LIVING COSTS

3 2 1 N

- _____ 1. Compare the advantages and disadvantages (including tax implications) of renting versus purchasing property.
- _____ 2. Calculate the cost of utilities, services, maintenance, and other housing expenses involved in independent living.
- _____ 3. Explore the terms and rates of various mortgage agreements.
- _____ 4. Compare the costs of ownership and the costs of property rental.
- _____ 5. Analyze the process of renting property (lease agreement, security deposit, pet fee, etc.).

N. INVESTING CONSIDERATIONS

3 2 1 N

- _____ 1. Define investment terms.
- _____ 2. Describe the concept of risk management and rate of return.
- _____ 3. Explore how the stock market works.
- _____ 4. Track various stocks over a period of time.
- _____ 5. Identify and evaluate investment alternatives.
- _____ 6. Describe how to buy and sell various investments (bonds, mutual funds, real estate, etc)..
- _____ 7. Compare and contrast taxable and tax free investments.
- _____ 8. Describe funding the various life stages (e.g., college funding, home mortgage, retirement)..
- _____ 9. Describe the purpose and importance of estate planning (wills, trusts, gifting, and charitable contributions).
- _____ 10. Explain how governmental agencies regulate investments to protect consumers.

- _____ 11. Explore the fundamental workings of the Social Security System and the system's effect on retirement planning.
- _____ 12. Describe illegal and unethical investment practices.

O. FINANCIAL RESPONSIBILITY AND DECISION MAKING

3 2 1 N

- _____ 1. Make responsible financial decisions and consumer choices consistent with one's financial plan, including decision-making strategies on purchasing.
- _____ 2. Examine the impact of advertising and marketing on consumer demand and decision-making in the global marketplace.
- _____ 3. Identify major consumer protection laws and organizations that provide important information and help protect against potential consumer fraud.
- _____ 4. Discuss that planned purchasing decisions factor in direct (price) and indirect costs (e.g., sales/use tax, excise tax, shipping, handling, delivery charges).
- _____ 5. Identify common methods of identity theft.
- _____ 6. Describe means of protecting identity and personal financial information.

P. PERSONAL TAXES

3 2 1 N

- _____ 1. Complete W-4 and I-9 forms.
- _____ 2. Compute gross and net earnings.
- _____ 3. Discuss withholdings to include mandatory and voluntary deductions.
- _____ 4. Evaluate fringe benefit packages.
- _____ 5. Identify employer-sponsored and individual retirement plans.
- _____ 6. Discuss county and local taxes including tax assessments.
- _____ 7. Discuss implications of an inheritance.

Q. PREPARING TAX RETURNS

3 2 1 N

- _____ 1. Define and discuss exemptions, dependents, and taxable and non-taxable income.
- _____ 2. Prepare a 1040EZ using a W-2 form, including electronic formats.
- _____ 3. Prepare a 1040A using a W-2 and a 1099-I (interest) form, including electronic formats.